

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 3, 2021**

1
2 The Hooksett Town Council met on Wednesday, November 3, 2021, at 6:00 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 03 Nov 2021 to order at (6:00) pm.
7

8 **PROOF OF POSTING**

9 Town Administrator, Andre Garron provided proof of posting.
10

11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor
13 Randall Lapierre, Councilor Roger Duhaime (6:08), Councilor Timothy Tsantoulis Councilor Clark
14 Karolian, and Councilor Alex Walczyk.

15
16 **Absent:** Councilor David Boutin
17

18 **PLEDGE OF ALLEGIANCE** called for by Chairman Sullivan
19

20 Chairman Sullivan asked for a moment of silence for Staff Sgt. Jesse Sherrill.
21

22 **AGENDA OVERVIEW**
23

24 **SPECIAL RECOGNITION**
25

26 A. Garron- as you know our former project coordinator Nick Germaine left to be the Town Assistant for
27 the Town of Wilton, we posted the position internally and we had only 1 applicant after interviews with
28 staff we reviewed references and offered the position to Leann McLaughlin affective November 29th.
29

30 R. Lapierre- will you be posting an opening to back fill Leann's position.
31

32 A. Garron- yes, soon. We are reevaluating the position before we do to see if it will be the same
33 position or something different.
34

35 **PUBLIC INPUT - 15 MINUTES**
36

37 David Ross 56 Sherwood Drive- I want my previous questions on tapings of meetings responded to. I
38 haven't heard anything back. You need to make sure you are doing everything right.
39

40 J. Sullivan- your questions were brough forth to the Town Administrator which he will address later
41 under the Town Administrators report.
42

43 C. Karolian- the audio that we have with these Bluetooth wireless mics is horrible, they fade in and out.
44 They system is not engaging and getting loud enough, I recommend that we go back to wired mics.
45

46 **SCHEDULED APPOINTMENTS**
47

48 **NHDOT Presentation of Hooksett Road Route 3 Widening - Tobey Reynolds - NHDOT Traffic**
49 **Bureau.**
50

51 A. Garron- we have currently been working with the NHDOT on a 10-year plan project scheduled in
52 Hooksett at looking at road readjustments from Alice Ave to Whitehall Road and the various alternative

53 that have been over the last 6 months. D. Boutin, B. Thomas and myself, and several others have been
54 active with the zoom calls on what the proposal is for route 3 is to be.

55
56 Toby Reynolds NHDOT- when this project 1st came into the 10-year plan in 2017. We developed a
57 Public Advisory Committee. We have representative from the town, EMS, Town Engineer, Town
58 Administrator, Police, Councilor Boutin, Rep from Southern NH University, Regional Planning
59 Commission, Hooksett School District. The project goes from Alice Ave to Whitehall Road which is
60 about 1.3 miles of Route 3. To date we have had 4 public advisory meetings all over zoom. They
61 started off identifying issues on the corridor and we also developed a vision statement and a purpose
62 and needs statement. Our vision statement is to improve roadway safety mobility and efficiency to
63 promote safe, convenient, and comfortable travel for motorized vehicles, pedestrians, and bicycles. It
64 has been the focus of the group to not only consider vehicles and progression through the corridor but
65 also consider bicycles and pedestrians in the potential solutions. Since we have done the 4 pack
66 meetings, we have started discussing alternatives. We are looking to schedule a public info meeting in
67 the next few months probably in the new year. We have discussed having it here at the gym. We
68 looked at West Alice Ave and Route 3 first. We would be looking at adding a left turn lane and change
69 the other that is there to a thru right, also needed at this intersection would be a right turn lane. We also
70 looked at the Martin's Ferry intersection. We would take the same approach and add a left turn lane
71 and a thru right. Minor changes needed to make them acceptable. The other intersection that we
72 looked at was on Mammoth Road. We are considering adding an additional thru lane and to lengthen
73 the 2 lanes to allow for movement to move more freely. We also discussed a potential for a 2-lane
74 roundabout. These are all very preliminary. It does fit to the existing footprint to some degree, with
75 some encroachment onto the private property at the business at Gate City Collision. We also looked at
76 segments between Alice and Mammoth and Mammoth and Whitehall. One alternative that we
77 considered was a 3 lane typically which is essentially what is there today, one lane in each direction, a
78 center, 2-way left turn lanes, adding consistent 5-foot shoulders to that, and then sidewalks on both
79 sides. So, all the alts, include sidewalk on both sides through the whole project. The other alternative
80 was a 5-lane typical, but it adds a lane in each direction, everything would get widened out 11 feet.

81
82 R. Lapierre- do we have to keep the center lane, or can we do like what was done in Bedford?

83
84 T. Reynolds- yes, we could do that. T. Reynolds went on to describe the level of service on the options
85 and expressed the level of delay.

86
87 R. Duhaime- in Bedford what do you consider that?

88
89 T. Reynolds- we consider that 5 lanes, 2 lanes in each direction and a median island. At an intersection
90 that median island becomes a turn lane.

91
92 R. Duhaime- right now from Martins Ferry down to Campbell where we have a lot of bottle necking. Is
93 that considered 5 lanes?

94
95 T. Reynolds- Probably I am not fully aware of that full section. The difference between that section and
96 this, you have longer stretches or roadway without intersections. In this case the one lane in each
97 direction between the intersections could be a viable solution. With the 3-lane section you will have a lot
98 more congestion and speeds will be lower. With lower speeds bikes and pedestrians will have a lower
99 stress level associated with them using the facility. By width it has less impact on surrounding property.
100 We are looking at what business will be impacted and what that impact looks like. Maintenance of traffic
101 during construction, is that a 5-lane may work better because you can use some of the lanes for traffic.
102 Don't get me wrong both of them won't be no congestion we are still a construction zone. Those are the
103 tradeoffs between the 3 and the 5. The first public informational meeting will likely be planned in the
104 beginning of the new year. That would likely be followed by a 2nd public informational meeting where we
105 would get more input on the refinement of the alternatives, that would be middle of 2022, and then

106 provided we have support for an option we would move forward with a public hearing probably a year
107 from this January. After that we would move in what we call final design, because of the length of the
108 corridor and the property that may be impacted with either option our right of way process will take
109 some time, and so we would project that construction would take place in 2025, but more likely in
110 calendar year 2026, and in both options its likely to be more than a single construction season because
111 of the restrictions we have around traffic.

112
113 C. Karolian – there was a survey done back in 1995 that recommended a 5-lane option?
114

115 T. Reynolds- there was a corridor study done by a engineering firm hired by Lakes Region Planning
116 Commission, and one of the options was to go to a 5-lane alternative.
117

118 J. Sullivan- based on what you said there was some things that the state would put in automatically. In
119 regards to the scoop of 3 lane or 5 lane or a roundabout, what would give you the indication of the
120 green light? What would be the buy in aspect of going forward?
121

122 J. Reynolds- there are some things that the state will put in automatically. When we do the public input,
123 we rarely have a consensus. We look at the overall thoughts. We don't typically present on something
124 that we don't think will work. We will also look to the Town decision makers for their input and what they
125 want to see work.
126

127 R. Lapierre- I live right off where that proposed roundabout will be so I may have more experience than
128 the other councilors, and Zipporah drive comes right off Mammoth just up the road from that
129 intersection and I was wondering if you looked at how far do you look at traffic impact. Do you look at a
130 roundabout or a singled intersection would affect residents coming off Zipporah to get into that lane.
131

132 T. Reynolds- eventually we would look at that. We would look at the backups
133

134 T. Tsantoulis- the option that you discussed with having a center lane, where do you determine where
135 you put a cut. What criteria would you use to make that decision?
136

137 T. Reynolds- we would not want to see any cuts. The median goes intersection to intersection.
138

139 R. Duhaime- on Route 3 coming down to mammoth lane. You have a lot of bottlenecking, so if you go
140 to a 5 lane are you going to keep another lane for turning.
141

142 T. Reynolds- I am not sure that we have got that far into details. We are looking at the possibility of
143 eliminating the islands that are there, having cars come down and make a stop then a turn.
144
145

146 147 148 **CONSENT AGENDA**

149
150 C. Karolian- Mr. Thomas on page 3 of your report it gives that dollar figure of \$154,424 to complete the
151 job that's left to be done who provided the estimates.
152

153 B. Thomas- the consultant. The estimate that you see is for roadway cul-de-sac off the main road. The
154 basic estimate is the original estimate for that street, and I just used the items that are left to complete,
155 and this should be enough to cover it, done in April.
156

157
158 ***T. Tsantoulis motioned to accept Federal Grant Funds (FEMA-PA) awarded to the Town of***
159 ***Hooksett, NH in the amounts of \$80,619.28 for Hooksett Fire Rescue Department overtime***
160 ***staffing from October 2020 - December 2020, and \$41,576.08 for Hooksett Fire Rescue***

161 Department overtime staffing from January 2021-February 2021, per RSA 21-P:43. *seconded by*
162 *A. Walczyk.*

163
164 *Vote in favor 7-1*

~~165~~
168 *T. Tsantoulis motioned to accept the grant in the amount of \$2,782.50 from the Bureau of*
169 *Justice Assistance; Patrick Leahy Bulletproof Vest Partnership, to the Town of Hooksett for the*
170 *Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police*
171 *Department's, 2021-2022, 2022-2023 and/or 2023-2024 fiscal budgets under the uniform*
172 *equipment line. seconded by A. Walczyk.*

173
174 *Vote in favor 8-0*

~~175~~
178 *T. Tsantoulis motioned to accept Summit View Development/Churchill Street (off South Bow*
179 *Road) Partial Surety Release of \$329,347.69 to the Developer. seconded by A. Walczyk.*

180
181 *Vote in favor 7-1*

184 TOWN ADMINISTRATOR'S REPORT

185
186 A. Garron- there is not much to report from last week to this week. I believe the question referred to a
187 meeting that happened a few meetings ago that was cut short.

188
189 D. Ross- that's what brought it to my attention, and when I asked about it I was told that the meeting
190 are recording somewhere else, and that when they stop recording, there is no way to retrieve what
191 happened. It should be on a local hard drive.

192
193 A. Garron- we did check into that 1 meeting. We did have a late meeting. The public meeting ended at
194 10:15 and the non-public ran till 10:30. We set a set time and unless the council extends the time and
195 Nick usually adds an extra hour to that so there was no laps in time. In this instance it ran over that
196 extra hour and was not caught in time and was captured in the minutes. But as far as archives you can
197 go to our website and see 100 of recorded meeting minutes if you choose to right now. I will say as far
198 as mics these really need to be close to your mouth. Every now and then the voices are hard to hear. I
199 want to institute some proper protocols first and then look further into what else needs to happen. Plus,
200 we always have the written minutes.

201
202 C. Karolian – one of the main issues with having these on the tables is when moving papers around
203 and then being reminded to turn on the mics.

204
205 T. Tsantoulis- be patient with the process. We do have a new operator who has stepped up to the plate
206 and I'd hate to see her get scared away because someone was not patience with her and learning.
207 There is a lot going on in here to learn and keep up with.

208
209 A. Garron- you can't point to many issues that the issues have happened occasionally you do have a
210 time when it does clock out on you.

211
212 A. Garron – it looks like the State updates their website on Wednesday. I believe the number that you
213 have in yours is 48 covid cases, and now it is at 68 covid cases which is still down from the last time at
214 78. The total covid cases is 1,643. The fully vaccinated and 1 dose hasn't really changed it changed
215 .5%. We talked about an expanded newsletter. The next newsletter is when a normal newsletter will go
216 out. I was hoping the board would authorize the chair to review the newsletter before it is sent out. We
217 have 1 meeting between now and when the newsletter has to go out. We can send a draft as soon as it

218 is ready so the Board knows what will be in the newsletter. The online one isn't scheduled until the
219 spring. This one is centered on the tax bill going out, therefore the time sensitivity.

220
221 ***There was a consensus of the council to allow the chair to review the newsletter before it was***
222 ***sent out.***

223
224 A. Garron- ARPA- I know we haven't had a discussion on it since late September. I was hoping to put it
225 on the next agenda for November 17th as a discussion item. I also have a nonpublic discussion with
226 family services to discuss later.

227
228 **NOMINATIONS AND APPOINTMENTS**

229
230 J. Sullivan – I think we had 1 question from our nominations, I believe that we did get clarification on
231 EDAC. That the alternate Michelle Gannon would like to be a full member. If that is the case, then that
232 leaves an alternate.

233
234 ***T. Tsantoulis motioned to appoint Michelle Gannon to a full member from a alternat to the EDAC***
235 ***to a term expiring 6/20/2024 seconded by J. Sullivan.***

236
237 ***Vote in favor 7-1***

238
239 ***J. Sullivan there is now an alternate position open, and I'd like to nominate Jordan Davis as an***
240 ***alternate to the EDAC to a term expiring 6/20/2024 seconded by T. Tsantoulis.***

241
242 R. Lapierre- he has an education background in finance and is part owner of the Blow Blow dry bar in
243 Bedford NH, he has experience in pre-colonial restoration, grant writing

244
245 ***Vote in favor 8-0***

246
247
248 **OLD BUSINESS**

249
250 **FY 2022-23 Budget and Warrant Articles**

251
252 C. Tewksbury- on October we received the renewal rates from Primex for property liability and workers
253 comp. These are the last 2 pieces that we believe will have an impact on the operating budget. On
254 page 15 is the staff report where we talk about the property liability amounts is not to exceed \$274,899
255 and in the proposed budget is \$250,000 and that is a shortfall of \$24,899. And then under workers
256 comp the not to exceed amount is \$248,671 and the proposed budget is \$210,000 with a shortfall of
257 \$38,671. So, we would be looking for a motion to increase your recommend budget by the total of those
258 two shortfalls which is about \$63,570.

259
260 T. Tsantoulis motioned to increase the FY 2022-23 Town Councils' recommended budget by \$63,570
261 to cover the changes in Property & Liability and Workers' Compensation costs. Total recommended
262 budget will be \$19,161,615. seconded by C. Jones.

263
264 C. Karolian- if the town council does not increase their budget recommendations these 2 numbers
265 would come from where?

266
267 C. Tewksbury- we would have to work within the budget to find the money, I would assume that it would
268 come from unspent wages as we have vacancies.

269

270 R. Lapierre- I know we do a lot of work with Primex, and I was wondering if this was competed and how
271 often.
272
273 C. Tewksbury- this was put out to bid maybe 2 years ago and the last 2 times we have put it out Primex
274 was really the only one to send back bids.
275
276 R. Duhaime- you're talking a \$38,000 increase that a large increase.
277
278 C. Tewksbury- workers comp is based on our wages, and over the years we have been able to keep
279 more employees hired, therefore our payroll has been up. Therefore, it has increased the amount of
280 workers comp.
281
282 R. Duhaime- so is the increase not from the insurance company its just on the payroll?
283
284 C. Tewksbury- it's a combination of both, there are reinsurance involved as well, they go out and shop
285 for coverage on things like cyber security and weather events.
286
287 J. Sullivan- what is the standard practice for rebidding.
288
289 C. Tewksbury- we usually do it every 3-4 years.
290
291 J. Sullivan- so you will be looking to rebid it out in the year or so.
292
293 C. Tewksbury- again the last 2 times Primex has been the only one to bid. It is a lot of work to put
294 together, but I am happy to do so.
295
296 C. Karolian- I want to confirm that it cannot come out of the town unassigned fund balance?
297
298 C. Tewksbury- correct.
299
300 **Roll Call Vote #2**
301 ***R. Duhaime Aye***
302 ***J Durand NP***
303 ***C. Jones Aye***
304 ***R. Lapierre Aye***
305 ***A. Walczyk Aye***
306 ***D. Boutin NP***
307 ***C. Karolian Nay***
308 ***T. Tsantoulis Aye***
309 ***J. Sullivan Aye***
310
311 **Vote in favor 6-1**
312
313 **Non-Union Wages Warrant Article**
314
315 C. Tewksbury- at the last council we voted to have the Town Administrator to draft the warrant articles
316 for the non-union raises. It doesn't have to be voted on tonight, but it has been drafted.
317
318 T. Tsantoulis- we don't see the tax rate impact.
319
320 C. Tewksbury- I am thinking it is .9. again, we haven't set the tax rate so that is still up in the air.

321
322 R. Duhaime- so these wages will also increase our workers comp.
323
324 C. Tewksbury- yes it will.
325
326 **A. Walczyk motioned to put the non-union wage warrant article on the ballot for March 2022**
327 **seconded by C. Jones.**
328
329 R. Lapierre- can we still change the wording in the voters' guide?
330
331 C. Tewksbury- yes.
332
333 C. Karolian- are you talking about the voters' guide verbiage explanation?
334
335 **Roll Call Vote #3**
336 **D. Boutin NP**
337 **C. Jones Aye**
338 **A. Walczyk Aye**
339 **J. Durand Nay**
340 **R. Duhaime Aye**
341 **T. Tsantoulis Nay**
342 **R. Lapierre Aye**
343 **C. Karolian Nay**
344 **J. Sullivan Aye**
345
346 **Vote in favor 5-3**
347
348 C. Tewksbury- the proposed councils recommended budget is 2.69% over the current year budget and
349 its 3.37 over the default.
350
351 C. Karolian- I thought the council voted the default budget did we not in the past? Or was that
352 department specific.
353
354 C. Tewksbury- that was one department only and then the changes in the health insurance changes.
355
356 **NEW BUSINESS**
357
358 **Unassigned General Fund Balance History and Tax Rate**
359
360 C. Tewksbury- we still have not set the tax rate. As of June 30, the unassigned fund balance is 8.19%
361 or \$4,475,196. The policy is to maintain a minimum balance of 5% with a target of 8%. I did see that the
362 school did apply \$896,000 in surplus. Moving forward I think we should apply the same amount of
363 unassigned fund balance each year so that we can increase our fund balance up to that 8% and also,
364 we can alleviate the ups and downs of how much we actually apply to the tax rate so it's more steady
365 and we have more of a projection of where we are going. My recommendation would be 1 million
366 dollars.
367
368 A. Garron- our tax rate setting info is into DRA, it is just working its way down the DRA train to make the
369 decisions as to what our tax rate is going to be. Just wanted you to know that we have done our part.
370
371 C. Karolian – what can the unassigned fund balance be used for?
372

373 C. Tewksbury- it can be used to lower the tax rate, if we had some type of an event that would be
374 catastrophic to our budget and we were going to overspend that bottom line, we would ask DRA to use
375 those funds to get us through the event. It can fund a warrant article.
376
377 C. Karolian- so it cannot be used to fund budgetary items within our overall budget.
378
379 C. Tewksbury- not within the operating budget you can put it on a warrant article.
380
381 A. Garron- we were contemplating last year during covid that if we were not going to get our revenue to
382 match our target budget then we would need to considered taping into this if we had to. But it happens
383 our budget was in good shape even during covid.
384
385 T. Tsantoulis- one of the statements that you make is that a change in the fund balance can create a
386 roller coaster in the tax rate, yet you are recommending \$400,000 less than last year. I see that as a
387 roller coaster.
388
389 C. Tewksbury- on page 23 in the 5th column over you can see in the 2000's we used 1 million plus and
390 then it dropped off then we didn't put in any then back up and down. I went to the 1 million because I
391 wanted to see the increase in the fund balance go up a little bit. If you put the 1.4 million we were
392 stagnant on meeting that goal of getting our fund balance up to the 8%.
393
394 R. Duhaime- \$400,000 how many cents is that on the tax rate?
395
396 C. Tewksbury- \$400,000 should be like .20.
397
398 J. Sullivan- if it went to the 1.4 million what would the fund balance be?
399
400 C. Tewksbury- its closer to the 5.69%.
401
402 T. Tsantoulis- the action we took a few moments ago with Primex and workers comp, when you
403 calculated this was that amount included in this? I am looking for a number and getting as close to
404 getting a number.
405
406 C. Tewksbury- the motion to increase next year's budget won't have an effect on this year. It will impact
407 next years. You don't have to make a decision tonight but if you don't what will happen is if we have a
408 chance to set the tax rate before the 17th. we won't know how much to put on from fund balance so we
409 won't be able to set the tax rate till after the 17th which will delay getting the tax bill out.
410
411 R. Lapierre- I have looked at the DRA guidance and the GFOA AND 8% is the suggested minimum.
412 They recommend municipalities retain between 8% and 17%
413
414 C. Tewksbury- DRA is 5% to 8%.
415
416 R. Lapierre- again I don't think the 8% is anything that we have agreed to that is just the minimum
417 suggested by GFOA.
418
419 C. Tewksbury- one point of clarification, there is a fund balance policy that the board adopts every year
420 that says the minimum will be 5% the target will be 8%.
421
422 C. Karolian- did we have a loss in revenue from covid for the Town?
423

424 C. Tewksbury- the loss was in last November. In this budget year we lost some revenue in highway
425 block grant funds was down by \$17,000, and interest income is down. But we did pick up some extra
426 funds in registration and meals and room and refunds in property and liability.

427

428 C. Karolian- so overall we lost revenue towards our budget.

429

430 C. Tewksbury- yes, I would say it has gone down. I would say it was down maybe \$50,000 to \$60,000.

431

432 A. Walczyk- could you tell me what amount we would need to apply to hit the 8%.

433

434 C. Tewksbury- if would be very minimal it would be about \$100,000.

435

436 R. Lapierre- it would be \$104,000.

437

438 ***T. Tsantoulis motioned to apply 1.2 million dollars to the unassigned fund balance to the 2021***
439 ***tax rate. Seconded by C. Jones.***

440

441 T. Tsantoulis- the reason why I am making this suggestion is we are in a current financial situation all
442 over the country. The cost of goods is higher. Being able to minimize the amount of money that will hit
443 the taxpayers is important.

444

445 **Roll Call Vote #4**

446 ***A. Walczyk Nay***

447 ***R. Lapierre Aye***

448 ***C. Jones Aye***

449 ***R. Duhaime Aye***

450 ***J. Durand Aye***

451 ***C. Karolian Nay***

452 ***T. Tsantoulis Aye***

453 ***D. Boutin NP***

454 ***J. Sullivan Nay***

455

456 ***Vote in favor 5-3***

457

458 ***R. Lapierre motioned to amend the previous motion to an amount of 1.1 million dollars to the***
459 ***unassigned fund balance to the 2021 tax rate. seconded by R. Duhaime.***

460

461 R. Lapierre- taking into DRA consideration and using their figures. They suggest taking 2 months of
462 your operating budget and taking our budget as is and dividing by 12 multiplying by 2 gets 3.3 million
463 dollars which would be 4.4 subtract 1.1. at that level of 1.1 million we are at the absolute recommended
464 level.

465

466 C. Karolian- on the recommendation it says the 1 million dollars. Based on the information available if
467 this money is applied to the tax rate, we anticipate the total rate to increase by .30 to 22.51 to 22.81 if it
468 was the 1 million dollars. So, the tax rate will go up.

469

470 J. Sullivan- it will go up .25 vs .30.

471

472 **Roll Call Vote #5**

473 ***T. Tsantoulis Aye***

474 ***C. Jones Aye***

475 **R. Duhaime Aye**
476 **A. Walczyk Nay**
477 **R. Lapierre Aye**
478 **C. Karolian Nay**
479 **J. Durand Aye**
480 **D. Boutin NP**
481 **J. Sullivan Nay**

482
483 **Vote in favor 5-3**

484
485 C. Tewksbury- in all transparency the tax rate has not been set and I was very conservative on that .30.

486
487 T. Tsantoulis- is it likely that the tax rate could be closer aligned to last year's rate?
488

489 C. Tewksbury- Yes

490
491 R. Duhaime- what's the average home in Hooksett valued at?
492

493 A. Garron- I had received from the assessor the median home price had gone from \$254,00 to
494 \$354,000.

495
496 **Quarterly Financial Report as of September 30, 2021**

497
498 C. Tewksbury- this report is as of September 30th. That FEMA money that you voted on tonight was
499 \$80,000 and \$40,000 and that was really represented in FY2021 so the \$286,000 includes the funds
500 that you accepted tonight. We do anticipate receiving more FEMA funds. The American rescue plan
501 and the local fiscal recovery that 15 million that we talked about. Questions had come up on how we
502 can use that money and how the projects that we pick are going to be approved. The scutter is that
503 there is no way of verifying that if we spend the money on project x that it would be consider a
504 qualifying project. What the interim final rules are that it gives recipients latitude to use funds for
505 provisions of government services. Government services can include, but are not limited to,
506 maintenance of infrastructure or pay-go spending for building new infrastructure, including roads;
507 modernization of cybersecurity, including hardware, software, and protection of critical infrastructure;
508 health services; environmental remediation; school or educational services; and the provision of police,
509 fire, and other public safety services. The final rules have not come out and the scuttle butt will be
510 maybe about maybe possibly replenishing our reserve funds, but I have not heard anything that it would
511 tweak that. HB2 said that the local recovery funds are off books, it will not be reported to DRA, we will
512 not report it in our budget. It will be reported in our financial statements in a different place. Looking at
513 our 4 years you can see that our general operating budget is about 27% spent. Under the
514 administration department again the FY2021-2022 is 26% and is related to the larger expense to the
515 property liability that has quarterly expenses. Fire rescue is at 25% spending 1.1 million they have
516 incurred extra cost during covid and have a number of vacancies which is not typical. That 25% being
517 at that point is a little concerning. Police is 25% of their budget and historically they are under spent due
518 to vacant positions. The highway department is at 24%. This has to do with when we pave and when
519 we pay for the paving. They highway department does have several vacant positions. Recycling &
520 transfer is at 19% spent, they also have several vacant positions. The recycling and tipping fees rate
521 had gone up to \$76.16 which is 4.5% increase over the 4 years, that is anticipated because it is a
522 contract. What is not anticipated is the amount of trash that we are getting. during the covid year we
523 saw more people stay home and clean out their homes and create more trash and caused the tipping
524 fees to go up that year. I'm not sure where we are at with the amount of trash that is coming in this
525 year. With the vacant positions I don't see it being a big concern. We do know that our salt rates were a
526 dramatic increase and with winter coming and not really knowing how to plan DPW will really need to
527 manage their budget and make sure they stay within. I don't see any red flags in the general operating

528 line. We are moving through the budget as anticipated. On the family services side while they don't
529 have as many clients coming in to request services their expenditures seem to be a little bit larger as
530 they are playing catchup.
531 Revenue- we are at 23% collected during the year which is inline where we have been at in the budget.
532 The motor vehicles revenue over the past 4 years has gone up 1 million dollars. That we believe is due
533 to the fleet vehicles coming in. the interest and penalties on tax revenue is at 10%. This one is hard to
534 predict. There is no steady where we should be at a specific time of year. Building permits is 33%
535 collected which is in line with where we have been at the number of permits have steadily increased.
536 The state revenues 9% collected we do anticipate the meals and room will increase next year and the
537 following year. HB changed how much the state distributed to municipalities. It is anticipated that we will
538 see the 30% increase next year. For interest on deposits, the interest rates are low, we do anticipate
539 the feds moving interest rates possibly next year.

540
541 R. Duhaime- how is meals and room % calculated for Hooksett.

542
543 C. Tewksbury- it is based on population of the town not by the industry your town.

544
545 A. Garron- we don't get the full 40% that we were supposed to get. We were getting around 20% so to
546 go from \$700,041 to over 1 million dollars is a good revenue and then increase in 2023 to 1.8 million
547 dollars.

548
549 J. Sullivan- I think you have it reversed the meals and room tax rate went down to 8.5%. it was always
550 9%.

551 **Transfer Station Holiday Schedule**

552
553 ***R. Lapierre motioned to approve closing Transfer Station this year over the 3-day weekend in
554 observance of Christmas December 25th the day after the town observed holiday and New
555 Year's Day Jan 1st the day after the observed holiday December 31st seconded by A. Walczyk.***

556
557
558 C. Karolian- I want to make sure that the employees do want this day off and this isn't taking away from
559 overtime.

560
561 E. Labonte- just like we said last year they are the ones asking for it.

562
563
564 ***Vote in favor 8-0***

565 **Recycling & Transfer Advisory Board Duties Clarification**

566
567
568 ***C. Karolian motioned to approve the duties as recommended by the Recycling & Transfer
569 Advisory Committee which are to authorize and advise the department director on landfill,
570 transfer, and recycling functions as well as budget preparation, equipment purchases, major
571 repairs, acceptance of demolition materials, setting of tipping fees. Seconded by T. Tsantoulis.***

572
573 R. Lapierre- in our packet there is a recommendation from the department and the Board the only
574 difference is the word authorize, and correct?

575
576 C. Karolian- no it was removing the superintendent and the closing of the land fill.

577
578 R. Lapierre- no I am looking at the suggested motions, and I am asking the difference between the 2
579 and what is the intent. Is it to authorize and advise not just advise?

580
581
582
583
584

585 C. Karolian- yes to authorize and advise.
586
587 A. Walczyk- I'd like to ask the director his thoughts.
588
589 E. Labonte- to me an advisory committee is to advise not to authorize and direct. He's asking under
590 that motion that the advisory committee is the deciding factor on what gets purchased, how the budget
591 is done and all functions of that division. It basically takes that division out of Public Works. The charter
592 says that the committees are to advise not to control. This configuration that is on the motion now is
593 basically establishing a commission.
594
595 R. Duhaime- I've been on this board. I believe that people have been on that committee a long time. I
596 think so decisions in the past were not considered.
597
598 C. Karolian- the word authorize is not new language. The word authorize has been in there for many
599 years it is existing language. We updated to remove superintendent and remove the closing of the
600 landfill which has been done for many years.
601
602 R. Duhaime- one other thing we have final say on what is purchased not the advisory board.
603
604 J. Durand- how long have they had the word authorize there?
605
606 C. Karolian – since the 90's.
607
608 C. Karolian – initially how this was brought about was the committee had said that they are not being
609 included in the loop when it comes to all these things like purchases. I believe it is in the administrative
610 code and the Charter says another. As far as the committee was concerned was that if they were not
611 included in the loop to make decisions, then why are they there.
612
613 T. Tsantoulis- the motion as presented are we creating another layer of oversight. The advisory board
614 offers input.
615
616 R. Lapierre- the word authorize shows up on the website but does not show up in the administrative
617 code.
618
619 R. Duhaime- basically we have taxpayers on these advisory boards looking out for the taxpayers.
620 Multiple taxpayers did a lot of research and got single stream to this town.
621
622 A. Garron- the conflict in this area is that the website does say authorize and the administrative code
623 does not. The other committees do also say advise. What I also hear is the issue on being heard. The
624 advisory role works. The conflict on the website and the administrative code can be addressed. I think
625 the system is working.
626
627 C. Karolian- the reason I moved forward with this motion is that it was the feeling of the advisory
628 committee. What will be the steps of the committee be of the advisory committee? Will the director go
629 before the advisory then the advisory brings it to the town council?
630
631 R. Lapierre- in response to what C. Karolian said I think it would be great that they have some sort of
632 indication of how they are supported by the advisory committees.
633
634 A. Walczyk- so is the website wrong?
635

636 E. Labonte- yes, the website is wrong, and it is 10 years old and outdated and we wanted to get it
637 corrected. To say authorize means they have full decisions.
638
639 R. Lapierre- point of information where are we changing this information. Is this changing the
640 administrative code? Or just the duties as shown on the website?
641
642 J. Sullivan- they have to be the same. This would be to change the administrative code to reflect the
643 changes and include authorize. If we vote no, then the administrative codes stays the same to make it
644 consistent across.
645
646 A. Garron- I like the recommendation of adding the recommendation of the advisory boards. We have
647 had that happen in the past.
648
649 C. Karolian – the purpose on the motion that I made was to get clarification of what they wanted the
650 advisory committee to be. As far as making recommendations, they have not been receiving the
651 information to make recommendations.
652
653 J. Sullivan- if the motion passes wherever the duties appear they will be consistent.
654
655 C. Karolian withdrew his motion.
656
657 ***J. Sullivan motioned that the council request that the town administrator includes the***
658 ***recommendations and thoughts of the advisory committees when items arise to their***
659 ***committees. Seconded by R. Duhaime.***
660
661 ***Vote in favor 8-0***
662
663 ***C. Jones motioned to have the website mirror the administrative code seconded by T.***
664 ***Tsantoulis.***
665
666 ***Vote in favor 7-0-1 C. Karolian abstained from voting due to being on the committee.***
667
~~668~~
670 **Juneteenth Holiday**
671
672 ***J. Sullivan motioned to add Juneteenth to town paid holiday list in Town Personnel Plan and***
673 ***union contracts effective June 2022. Seconded by A. Walczyk.***
674
675 J. Durand- all too often holidays are not followed as they should be, they usually follow on a 3-day
676 weekend.
677
678 T. Tsantoulis- what I look at is the financial impact. What will this cost to have safety personnel work on
679 a holiday?
680
681 C. Karolian – if we are going to add a holiday, I think it needs to be negotiated in the contracts. These
682 holidays it should be observed on the day.
683
684 T. Tsantoulis- there is a reason why we only have 10 holidays. There is a cost to this. I'd like to know
685 what this is going to cost.
686
687 J. Sullivan- if we do add the Juneteenth to the schedule, it will change the contracts and a cost.
688

689 **J. Durand motioned to table the previous motion till we get a cost associated with this change.**
690 **Seconded by C. Karolian.**

691
692 **Vote in favor 7-1**

693
694 J. Sullivan- what additional questions do we have for the Town Administrator?

695
696 J. Durand. What are the total costs and union implications?

697
698 C. Karolian- police have 11 paid days, is there a floating holiday?

699
700 J. Sullivan- yes, I see that they do get the floating holiday.

~~701~~
702
703
704 **Town Charter Amendments March 2022 - Sections 8.2 Initiative Petitions & 8.6 Recall of**
705 **Officeholders (Councilor Walczyk)**

706
707 **8.2 Initiative Petitions**

708
709 A. Walczyk- I think what was added into the packet seems more confusion so please ignore what is on
710 page 75. On page 72 we are only changing town clerk to supervisors of the checklist.

711
712 T. Rainer-with the few petitions that I have received I have already done this practice.

713
714 J. Sullivan- so your current practice is if an initiative petition comes in you have the supervisors of the
715 checklist check the signatures.

716
717 T. Rainer- The SOS states that Supervisors of the checklist must be a 3-member board. They are not
718 taking any actions to make any changes to a checklist. They are just performing an exercise to check
719 signatures. The right to know law would have us post a meeting.

720
721 **8.6 Recall of Officeholders**

722
723 A. Walczyk- the town received this on December 5th, 2015, and effectively makes 8.6 invalid according
724 to this judgement, we should remove section 8.6 from the town charter.

725
726 J. Sullivan – it says a recall of officers so if we remove this from the charter what is the protocols or the
727 mechanisms for the citizens to recall a office holder.

728
729 T. Rainer- it goes to the state constitution. In the state of NH does not allow a recall of office holders by
730 a petition. Officer holders can be removed if there is a conflict.

731
732 C. Karolian- I believe the judgement indicated if you wanted to remove an elected official at the ballot
733 box.

734
735 T. Rainer- the way the law is they are stuck with us till their term is up.

736
737 R. Lapierre- is there a suggested action or motion that came with this?

738
739 A. Walczyk- not specifically. The group discussed gaining legal counsel to get their advice if we should
740 make some adjustments.

741

742 J. Sullivan- if we want to proceed with this then we should direct the administration to follow the
743 process.

744
745 C. Karolian – I think we need to follow the judgement and remove it from the town charter.
746

747 J. Sullivan- what initiated the change What was the protocol that initiated that change?
748

749 T. Rainer- it was initiated here, and the town attorney weighed in before it came to me, I think we
750 certainly need to involve the town attorney at the next juncture.
751

752 ***C. Karolian motioned to remove 8.6 from the town charter and going about doing so and going***
753 ***by the charter and charters referenced by section 10.8. changes seconded by J. Durand.***
754

755 **Roll Call Vote #6**

756 ***J. Durand NP***

757 ***R. Lapierre Aye***

758 ***C. Karolian Aye***

759 ***D. Boutin NP***

760 ***C. Jones NP***

761 ***T. Tsantoulis Aye***

762 ***A. Walczyk Aye***

763 ***R. Duhaime NP***

764 ***J. Sullivan Aye***

765

766 ***Vote in favor 6-0***

767

768 ***A. Walczyk motioned to revise 8.2 Initiative Petitions to change the word of Town Clerk to***
769 ***Supervisors of the Checklist as presented on page 72 of 82 on the 2nd paragraph seconded by T.***
770 ***Tsantoulis.***

771

772 **Roll Call Vote #7**

773 ***C. Jones NP***

774 ***C. Karolian Aye***

775 ***R. Lapierre Aye***

776 ***R. Duhaime Aye***

777 ***A. Walczyk Aye***

778 ***J. Durand Aye***

779 ***T. Tsantoulis Aye***

780 ***D. Boutin NP***

781 ***J. Sullivan Aye***

782

783 ***Vote in favor 6-0***

784

785 **SUB-COMMITTEE REPORTS**

786

787 C. Jones- Hooksett Village water they are still working on the master plan.
788

789

789 A. Walczyk- we had the Brick Kill Loop open on the river walk trail open. We have some bricks there
790 that are savable we might use those for the pavilion. The Parks n Rec committee will host a table at the
791 Friends of the Hooksett Library fair. I got questions from the parks and rec committee wanting some
792 directions and guidelines from the bicentennial committee.

793

794 J. Sullivan- we reached out to all the committees and asked if they had anything that they would like to
795 do.

796

797 J. Sullivan- Bicentennial. We are doing a passport souvenir, if you go to each event, you will get your
798 passport stamped and acknowledge those that have the most stamps. The Vietnam wall will be coming,
799 and we will do a nighttime vigil. All the events are falling into order. Working on finalizing those details.
800

801 **PUBLIC INPUT**

802

803 David Ross 56 Sherwood Drive- 8% is one month, It's not holding it back. It's the security blanket for
804 this town. Things do happen. Oversight by advisory boards is a good thing. Its oversight over the
805 money. I would hope that no one takes any of those bricks out. Those are protected lands. But
806 removing something that has been there in preserved land. I'd advise any public entities not to pull any
807 bricks out of that property.

808

809 J. Sullivan- nothing has been done on what they are thinking.

810

811 **NON-PUBLIC SESSION NH RSA 91-A:3 II**

812

813 ***Chair Sullivan motioned to enter the non-public session of 11/3/2021 at 9:10 pm in accordance***
814 ***with the provisions of RSA 91-A:3, II (c). R. Lapierre seconded the motion.***

815

816 RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of
817 any person, other than a member of this board, unless such person requests an open meeting. This
818 exemption shall extend to include any application for assistance or tax abatement or waiver of a fee,
819 fine or other levy, if based on inability to pay or poverty of the applicant.

820

821 **Roll Call Vote #8**

822 ***R. Lapierre Aye***

823 ***R. Duhaime Aye***

824 ***T. Tsantoulis Aye***

825 ***A. Walczyk Aye***

826 ***J. Durand Aye***

827 ***C. Jones Aye***

828 ***D. Boutin NP***

829 ***C. Karolian Aye***

830 ***J. Sullivan Aye***

831

832 ***Vote in favor 8-0***

833

834 ***R. Lapierre motioned to adjourn the non-public session of 11/3/2021 at 9:31 pm seconded by T.***
835 ***Tsantoulis.***

836

837 ***Vote in favor 8-0***

838 ***R. Lapierre motioned to seal the non-public minutes of 11/3/2021; seconded by T. Tsantoulis.***

839 ***Vote in favor 6-2***

840

841 ***Chair Sullivan motioned to adjourn at 9:11 pm. seconded the motion.***

842

843 **Vote in favor 8-0**

844

845

846 Respectfully submitted,

847 *Alicia Jipson*

848

849 Alicia Jipson

850 Recording Clerk

851

852

853 Please see subsequent meeting minutes for any amendments to these minutes